

**State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment and Child Care Program Office**

Addendum 1

January 25, 2008

To

Request for Proposals

**RFP No. HMS-903-08-09-KMWH
Vocational Rehabilitation Services to TANE/TAONE
Recipients in Kauai, Maui and West Hawaii
January 7, 2008**

January 25, 2008

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
Vocational Rehabilitation Services to TANF/TAONE Recipients in Kauai, Maui,
and West Hawaii
RFP No. HMS-903-08-09-KMWH

The Department of Human Services, Benefit, Employment and Support Services Division, Employment and Child Care Program Office is issuing this addendum to RFP No. HMS-903-08-09-KMWH, Vocational Rehabilitation Services to TANF/TAONE Recipients in Kauai, Maui and West Hawaii for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of January 17, 2008 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants

For RFP No. HMS-903-08-09-KMWH, Vocational Rehabilitation Services for
TANF/TAONE Recipients in Kauai, Maui and West Hawaii

1. Please clarify the first paragraph under "Intake and Assessment" on pg. 2-5, specifically: "All disabled clients shall be referred...and shall be randomly selected from the HANA system pool..." Does this random selection mean that some disabled clients will not be referred? Is there any latitude whereby the provider could participate in the selection process?

No, all disabled clients will be referred and the provider is responsible for selection from the HANA system pool and to make every effort to deplete the pool as quickly as possible.

2. Given that the focus of the RFP centers around employment, will there be a way for the provider to receive credit for unemployable clients who are assisted in successfully applying for SSI benefits.

No, there is not a separate bonus for assisting a client to successfully apply for SSI benefits, however the bonus structure on page 2-13 provides for an overall satisfactory participation bonus which also includes compliance to treatment for those clients who are deemed unemployable.

3. The RFP states that a copy of the client's medical documentation from the AFDC medical board, CYRC, is available upon request. In what format is this available and can it be shared at the same time as the referral to expedite the IPP and service plan development?

The medical board documentation is a Departmental form DHS 1263, however, since the client referral is an automated process and the medical documentation is a manual process they do not happen concurrently at this time. In most cases the provider can receive a copy of the DHS 1263 within 1 week of client referral.

4. Is the medical determination from CYRCA the standing functional capacity determination, not to be overridden by a client's personal primary care

physician? If a client has differing documentation, must that client continue to comply with the program, while disputing the CYRCA determination?

Yes, CYRCA is the standing functional capacity determination and a client must comply with the program requirements while disputing the CYRCA determination.

- 5. Since the provider is required to monitor compliance with individualized treatment, such as counseling and other medical treatment, will non-compliance with treatment-after appropriate case management intervention-be sanctionable?**

Yes, it is sanctionable and procedures will be provided to the contract awardee.

- 6. Are there any limits on the number of pages or on attachments other than those specifically requested?**

No, a page limit was not specified and applicants may include and reference attachments to their submitted proposal. There is no restriction on the number of pages for attachments. Attachments shall be clearly marked, specifically referenced to the text of the proposal document, and added at the end of the submitted proposal document.

- 7. If we place a customer in part-time employment, and we invoice and receive the \$100 bonus, can we then turn around and bill for the same customer if they are placed in full time employment-provided that we don't exceed the bonus cap?**

The PROVIDER may claim for both placement and retention bonuses if applicable, provided that it doesn't exceed the bonus cap and that the client is not participating in more hours than the amount determined by CYRCA. Each bonus payment shall be a one-time, non-recurring payment per participant. For each bonus claimed, the PROVIDER shall document: Participant's name; starting date of employment; name of employer; position; starting wages.

- 8. Same question as above, but relative to job retention?**
- Same as above.

- 9. Is the \$50,000.00 for assistive technology included in the budget, as part of the \$475,000.00 total, or is it over and above that amount? If it needs to be included in the budget, could you expand on the purpose of this money, and tell us if less than the full \$50,000 can be budgeted?**

The RFP allows for a maximum of \$50,000.00 for the purchase of required assistive technology not available through community resources or medical

insurance to be included as part of the budget, however, the Provider may budget for a lesser amount. This expense was built in to the budget for the purpose of enabling the PROVIDER to further assist VR participants overcome barriers to employment and attain self-sufficiency.

10. **Must the job title “Case Manager” [p.2-9] be used, or may a different title be substituted provided that the job description encompasses case management?**

No, the job title “Case Manager” need not be used provided that the substitute job title and description encompasses case management.

11. **If we have a “Certificate of Vendor Compliance”, do we still need to complete and submit the “Tax Clearance Application” form?**

No, a separate tax clearance application is not required, pursuant to Procurement Circular No. 2005-04, Amendment 3 the Certificate of Vendor Compliance that reflects a “Compliant” status in all categories, may be used to satisfy proof of vendor compliance.

12. **On the Proposal Application Checklist, there are six Federal Certifications listed, with a reference to “Section 5, RFP”. Since these forms are not in that section, are they not applicable for this proposal submission?**

The six Federal Certifications listed on the Application Checklist are not applicable to this procurement. However, applicants shall submit all budget forms listed on page 3-4, a copy of the most recent years audit report, and a current Tax Clearance Certificate or Certificate of Vendor Compliance.

13. **You have outlined separate budgets for each of the Islands. Are you expecting that separate budgets will be submitted rather than one overall budget even if an overall submitted request is for all Islands?**

Separate budgets were outlined for each Island in the event that multiple contracts are awarded. If an applicant is proposing to provide services for all three locations, they should submit one overall budget as well as SPO-205-H detailing the individual budget for each island.

14. **In identifying the potential bonuses available are you requesting that we add a “line item” to the budget form?**

Yes, a line item for “potential provider bonus” should be added to the budget form.

15. **With regard to the budgets as separately outlined you have Maui and Kanaai in equal amounts and West Hawaii \$5,00 less in operational cost. It has been our experience that West Hawaii has higher costs than Kanaai, and Maui**

higher than either unit due to the additional staffing. As long as the overall budget criteria is met are we able to provide budgets that accurately portray the expenses for each Island?

Yes, provided the overall budget criteria is met the applicant may provide budgets that portray anticipated costs for each Island.

- 16. Will the state be providing any necessary equipment such as computers and printers if they are not already in place? The printer for Kauai is an old on from the State Kauai FTW unit and is no longer operational and will need to be replaced.**

The state will be providing any necessary equipment such as computers and printers if they are not already in place. For replacement of existing broken equipment, the current provider may request to purchase said equipment through established Department procedures with the condition that printer is compatible with the Department network.

- 17. It states in the RFP that the HANA pool must be depleted on a regular basis. How frequently will the EW's replenish the pool?**

The HANA pool is refreshed nightly.

- 18. Are the EW's aware that those with "zero hours" of participation must also appear in the pool? They have not been in the pool up to this date and if the pool is brought current, will there be a time frame to deplete the pool?**

Yes, Department staff is aware that those recipients with "zero hours" of participation as determined by CYRCA shall be referred for Vocational Rehabilitation services and should appear in the HANA pool. The Provider is expected to deplete the HANA system pool as quickly as possible.